

# PhotoStory 3



**Tutorial prepared for the teachers  
of the  
East Syracuse-Minoa CSD**

**The materials used in this tutorial were originally created by Microsoft. They have been “tweaked” just a little by:**

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# PhotoStory 3

**Tell Your Story with  
Images and Audio!!**

**It's FREE!**

**Download PhotoStory on your home computer today!!!**

<http://www.microsoft.com/windowsxp/using/digitalphotography/photostory/default.mspx>

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## **Step 1: Finding Saving, and Organizing Images**

The first step in building your digital storybook is to **collect all the images** that you are going to use. The images are what help tell your story and become the pages to your digital storybook.

Images can come from a variety of different sources such as:

- Internet
- Digital Camera Pictures
- Scanned images or artwork

Before saving any pictures, it is **highly recommended** that you create a folder in your network account. Label the folder with the title of your story. Save only the pictures being used for one particular story in this folder.

For larger slideshows (Open House, Year End, etc.), organize pictures within separate subfolders within the main folder. Label with word that represents each group of pictures (i.e. Playground, Field Trips, etc.). This will come in handy later when uploading and arranging your pictures.

Each story can hold up to 300 pictures, which can be files with .bmp, gif, jpeg, .jpg, pcd, pcx, png, psd, tif file name extensions

## Step 2: Opening Photo Story



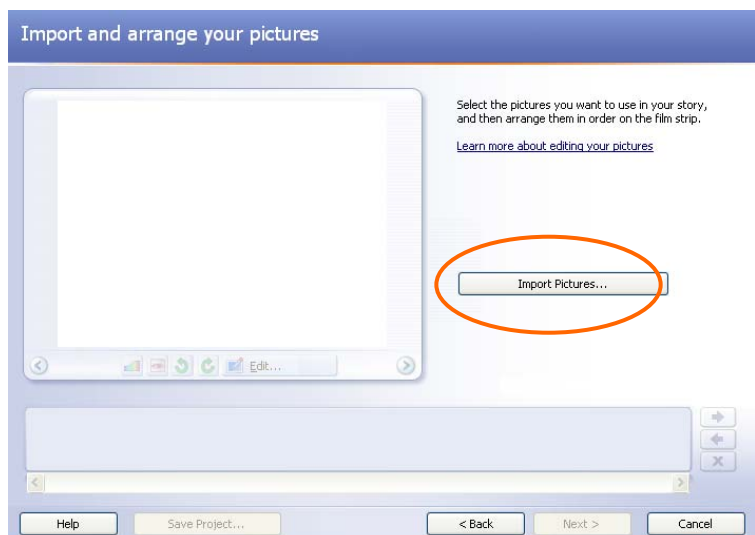
1. Open **Photo Story** using the icon on your desktop or from the Start menu.
2. On the **Welcome** page, click **Begin a new story**, and then click **Next**.



## Step 3: Importing and Arranging your Pictures

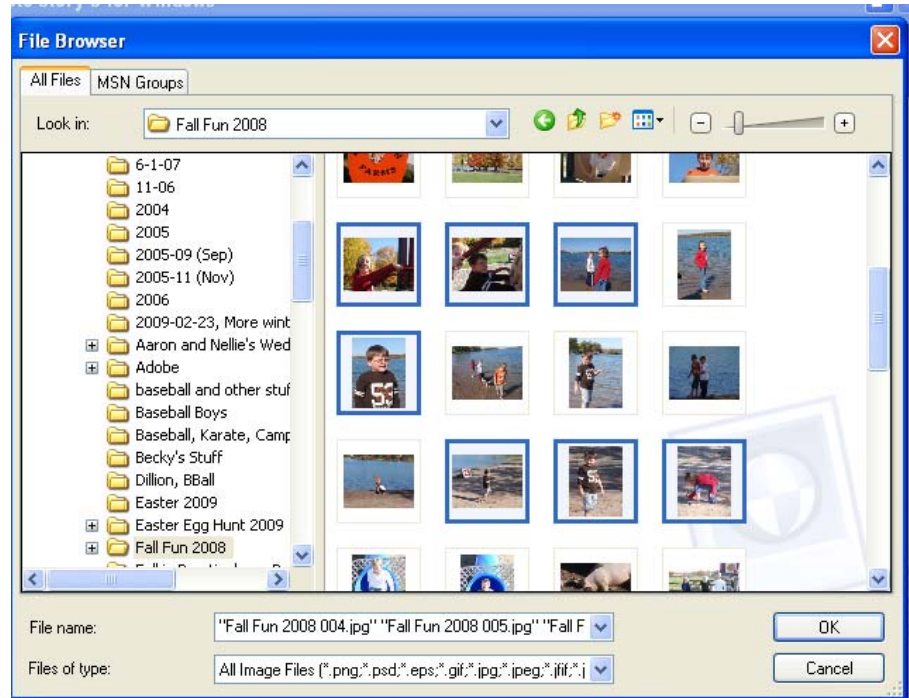
First, add the pictures that you want to use in the story, and then arrange them in the order that they will be viewed. When you are finished with this step, hit the Next button to continue.

1. On the **Import and arrange your pictures** page, click.
2. In the File Browser dialog box, navigate to your network account, and double click the folder where you saved your pictures.

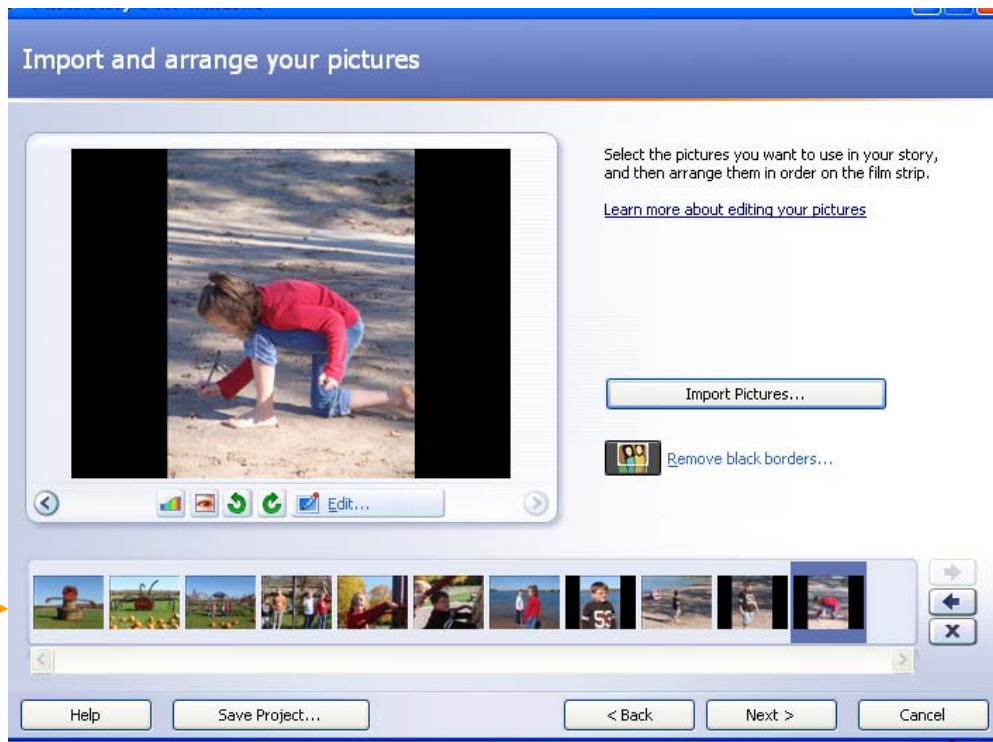


- Click on the picture you want to add and click OK.

**Note:** to add more than one picture at a time, press and hold the CTRL key and click on the pictures you want to add, and then click OK.



All of your pictures should now be present in the **filmstrip**, as shown in the following screen shot.



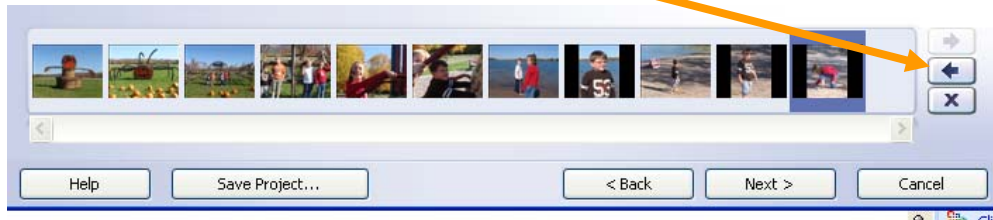
**Note:** Now would be a good time to save. Click the **Save Project button**. Make sure to be saving to your network account in the digital storybook folder you made earlier that holds are your images.

Click the same button every time you want to save again.

You are now ready to start laying out your story and make any quick changes to your pictures.

### Rearrange Order of Pictures

Change the order or sequence of your pictures by **dragging and dropping** them in the film strip or by selecting a picture and using the **left and right arrow buttons** to move it.



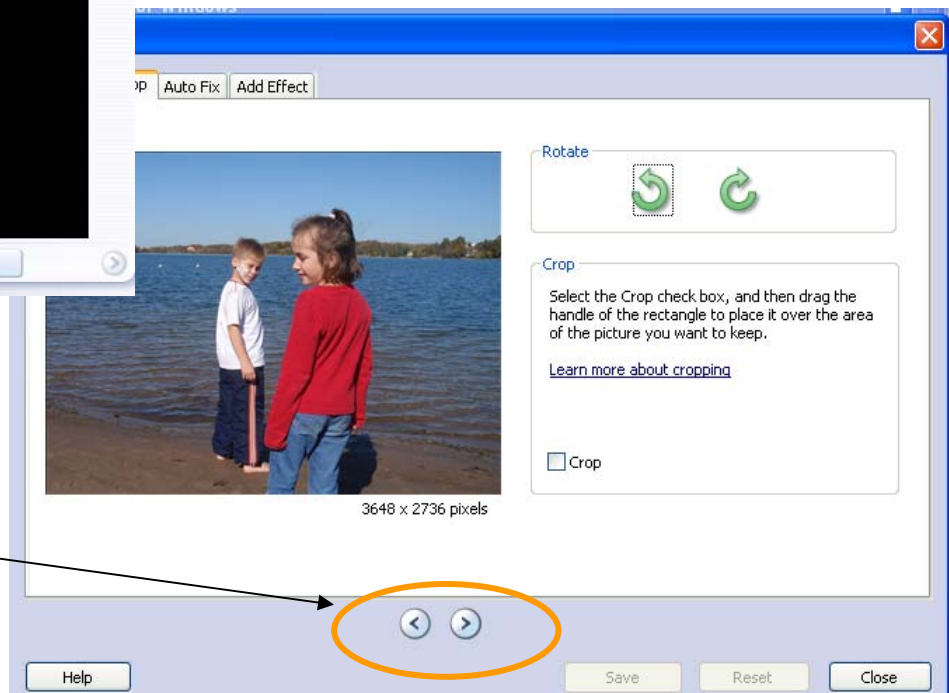
### Editing Pictures.

Use the shortcut buttons or the Edit button to quickly rotate, crop, remove red eye, change color, or add an effect (black & white, charcoal, etc.).



Use the **scroll buttons** to stay in the edit mode while moving from picture to picture.

When finished, click the close button.



### Removing Black Borders

Photo Story can remove black borders from your pictures by automatically cropping them. When you import pictures for your story, Photo Story checks all the pictures for a 4:3 aspect ratio, which is the relation of the width to the height of the picture. If any pictures do not have a 4:3 aspect ratio, Photo Story displays the **Remove black borders** button on the **Import and arrange your pictures** page.



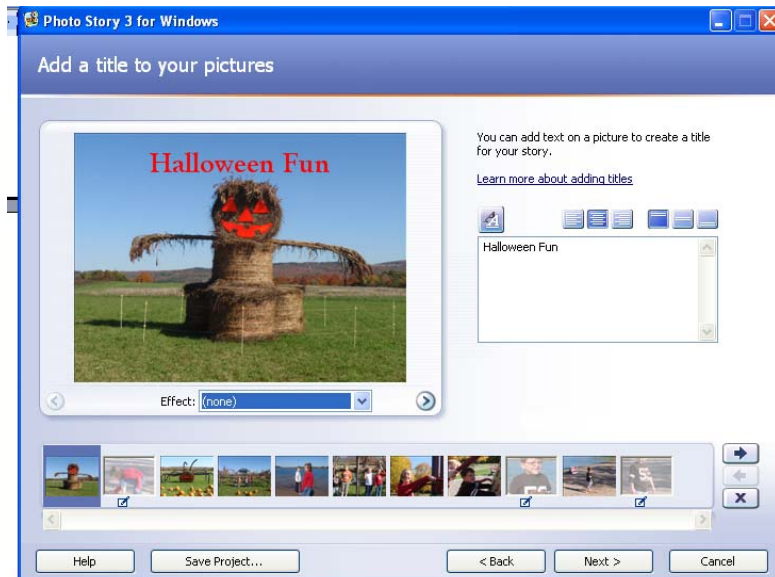


## Step 4: Adding text to your pictures

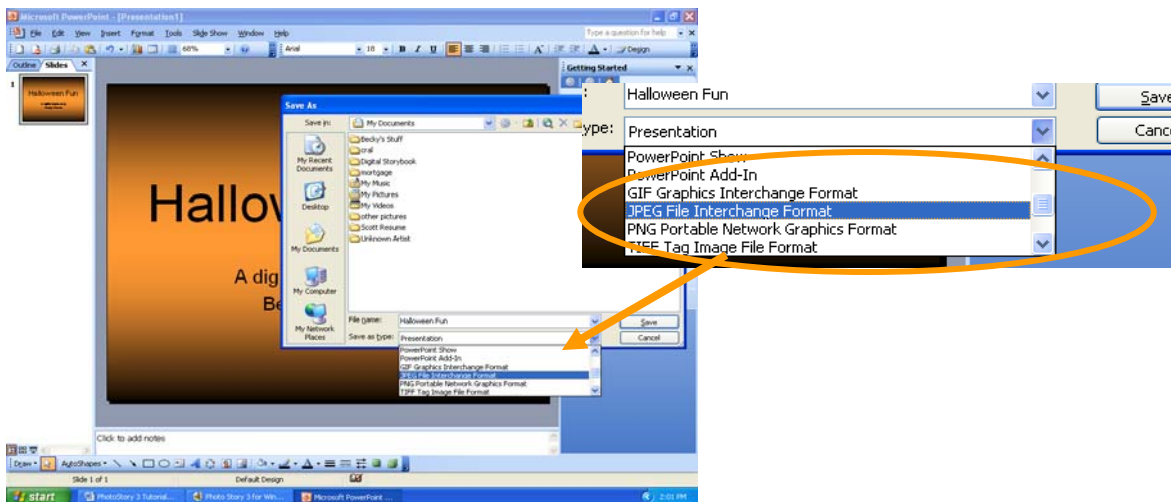
With Photo Story 3 you can add text to a picture to create a title, description, summary, etc.

To add text to your pictures:

1. On the **Add a title to your pictures page**, click on the picture that you want to add text to.
2. Type the desired text in the text box to the right of the picture.
3. Use the different formatting buttons to change the appearance of your font.
4. Use the alignment buttons to position your text on your slide.



**Note:** You are limited to the amount of text you can enter on a picture. If you are looking for a way to add a larger amount of text; design a slide in Power Point, and save the slide as a .jpeg file. (See diagram below). This will allow you to import the slide as an image into your PhotoStory. All images are imported at the end of the film strip. Drag the pictures to the desired location in the filmstrip.

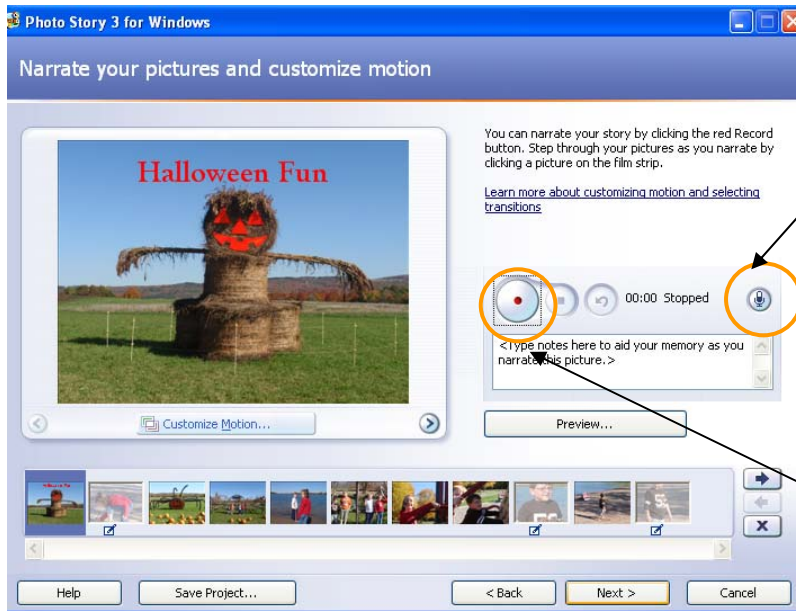




## **Step 5: Adding Narration to Your Pictures**

You can add narration and custom pan and zoom effects to your photo story to make it more unique and personal.

To add narration to your story you need to have a working microphone attached your computer and set up correctly. The microphone wizard can help you set up microphone to record narration. There is also a text input area to create cue cards which can be a helpful memory aid when narration your pictures.



1. On the **Narrate your pictures and customize motion window**, click the **microphone button**.

This will launch the microphone wizard. Follow the screen prompts to complete. Once you have completed the wizard, your microphone should be ready to record narration.

2. Click a picture in the filmstrip.
3. Click the **Record Narration button** to start recording. The button will flash indicating recording is taking place. A timer is provided to help you keep track of your narration length.

4. Repeat the steps fore each picture you want to add narration.

**Note:** Narration for each picture can not exceed 5 minutes.

4. Once you have added narration, click the first picture in the filmstrip, and then click **Preview** to see how your story looks and sounds.
5. Close the preview window, and click Next to continue to the next step.





## **Step 6: Adding Background Music**

With Photo Story 3 you can add music to your story by using Windows Media Audio (WMA), MP3, or WAV files **or** by using the Create Music option to create custom music that suites your story and taste.

You can add background music that plays during your story. A different piece of music can play for each picture or for a group of pictures. You can add as many pieces of music to a story as there are pictures in the story.

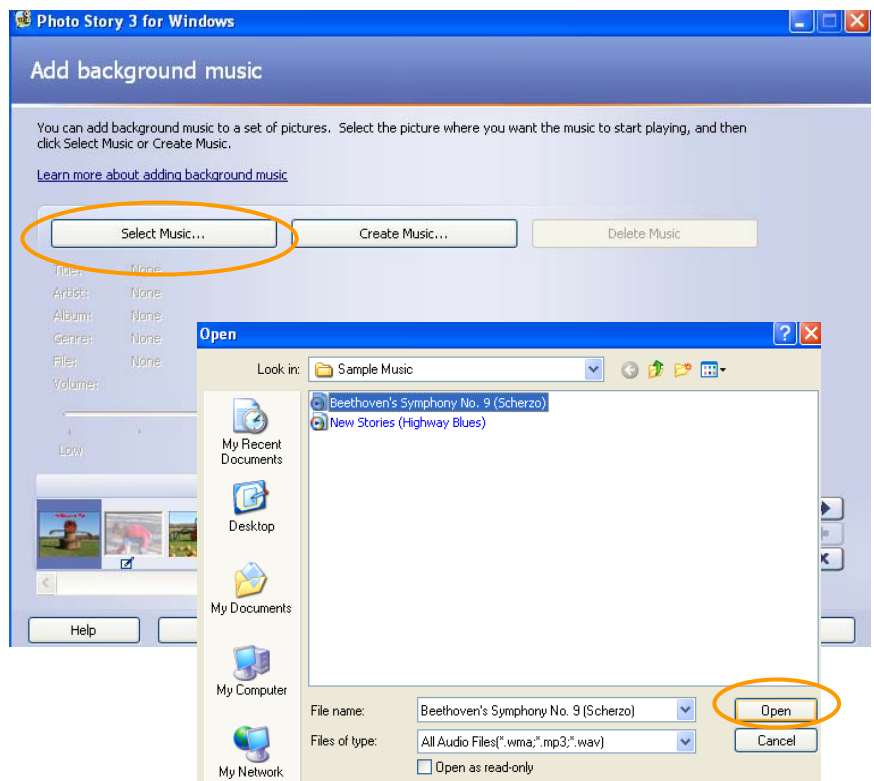
The **Select Music** option lets you choose a piece of music from your computer, a network folder, or the Internet. The **Create Music** option lets you customize prerecorded pieces and styles of music by selecting the genre, style, bands, mood, tempo, and intensity of the music

### **To add pre-recorded music to your story:**

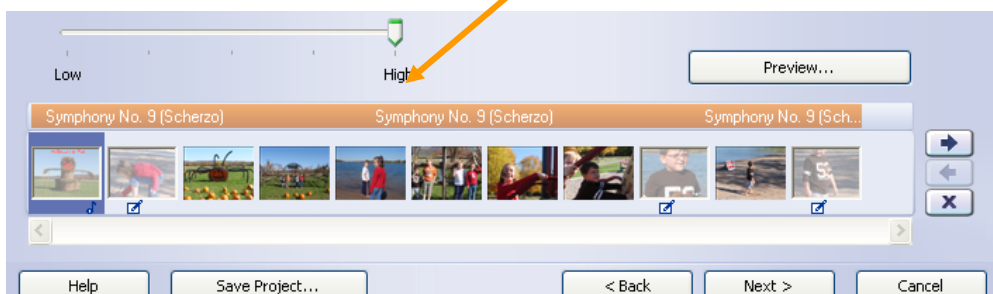
1. On the **Add background music page**, click on the picture in the filmstrip where you want your music to start playing.

The picture you select is the *anchor image*, and indicates where you want the music to start playing. The anchor Image is indicated by a musical note displayed beneath the picture in the film strip.

2. Click the **Select Music button**.
3. Navigate to the location on your computer where your song is stored, click on the song, and click the Open button.



The music you just added is shown as **a colored bar** above the picture in the filmstrip.



The music you select plays until one of the following events occurs:

- The music ends.
- An anchor image that specifies a new piece of music be played is encountered.
- The story ends.

You can replace a piece of music for an anchor image by selecting a different piece of music or by dragging a music file onto the anchor image in the film strip.

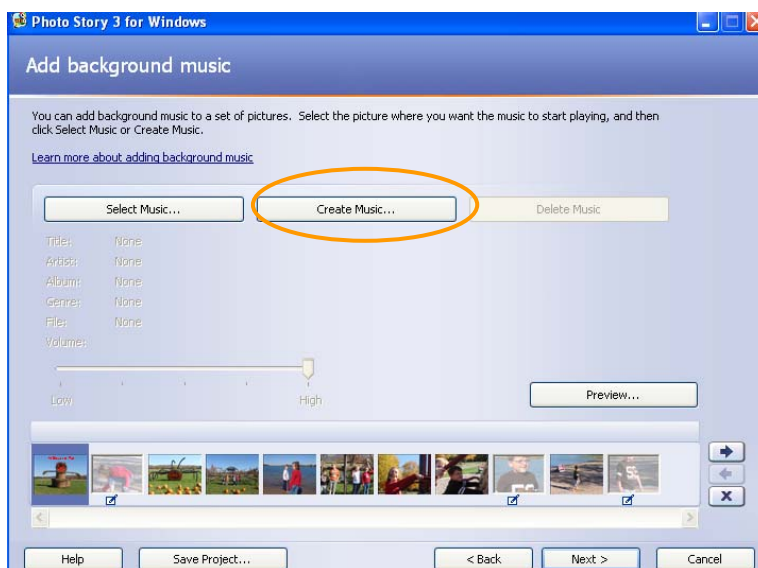
If the anchor image is deleted from the story, the music and any other customizations associated with the anchor image are also deleted from the story.

## Creating customized music for your story

Photo Story includes prerecorded music from several different styles and genres that you can customize for your story. You can add music both from your computer and the Photo Story prerecorded music to your stories. Only one piece of music can play for a selected picture or anchor image.

### To add Photo Story prerecorded music to your story

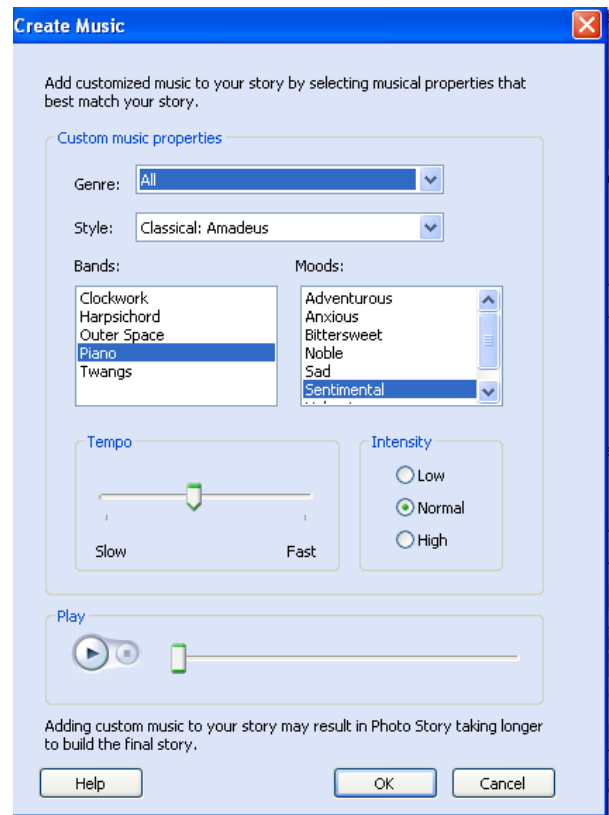
1. On the **Add background music page**, click on the picture in the filmstrip where you want your music to start playing.
2. Click the **Create Music** button.



3. In the **Create Music** dialog box, make your selections using the different music properties options: Genre, Style, Bands, Moods, Tempo, etc.
4. Click **Play** to hear how the Photo Story prerecorded music sounds.
5. Repeat steps 1 through 8 until you have selected all the music that you want to play with your story.
6. Click **Preview** to play your story.

Your entire story plays, starting at the selected picture, complete with the narration, title pages, and any background music you added.

**Note:** If you need to adjust the volume of a piece of background music in your story, select the anchor image, and then move the **Volume** slider on the **Add background music** page.



For example, if you narrated your pictures, you may want to move the slider toward **Low** to decrease the music volume so your voice can be heard clearly over the background music.

7. Click OK when finished.

**NOW WOULD BE A GOOD TIME TO SAVE YOUR WORK AGAIN. HIT THE “SAVE PROJECT” BUTTON!!**



## STEP 7: Converting your PhotoStory to a Video File

The final step in creating your digital storybook using Photo Story is to convert you Photo Story file into a video file (.wmv). The action you choose from the list, depends on what you want to do with your story:

- playback on a computer or burn copies to CD
- send the story in an e-mail message
- playback on a portable device such as an iPod, pocket PC, cell phone, etc.

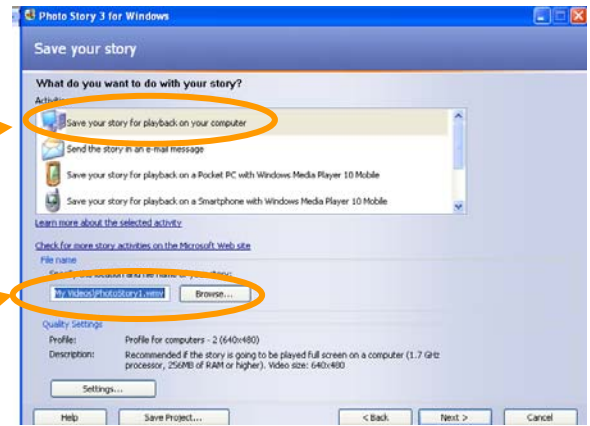
## To save your story

1. On the **Save your story** page, click an activity that is appropriate for your story.

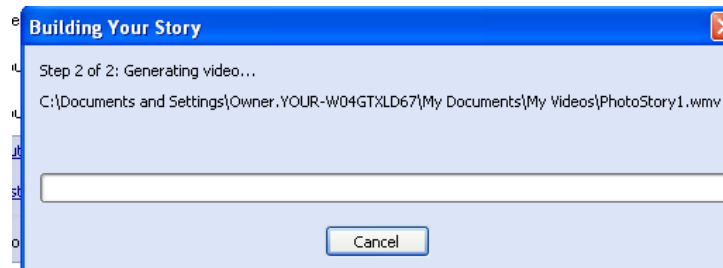
In most cases, you will be choosing the first choice: **Save your story for playback on your computer.**

2. In the **File name** box, click **Browse** to locate where you want your converted video file saved (network account and story folder). Click the Save button when finished.

3. On the **Save your story** page, click **Next**.



The **Building Your Story** window will open that indicates that your video file is being generated.



## Completing Your Story

When your video file is complete, the **Completing Photo Story 3** window will open.

From here you can view your story, create another story, or exit the program.

**Note:** You will now have two different files saved in your network account. One will be the **PhotoStory** file that you can always go back and edit. The other is the **video file (.wmv)**.



PhotoStory1



PhotoStory1

